



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

IMEU-ANS-MWR

01 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Children's Use of Multi-Crafts Shops and Arts & Crafts Facilities, Policy Letter #17

1. Reference: AR 215-1 Non-appropriated Fund Instrumentalities and Morale, Welfare and Recreation, 15 August 2005.
2. Purpose: To establish procedures and responsibilities in the Multi-Crafts and Arts & Crafts Facilities.
3. Scope: This policy applies to all personnel within the USAG-Ansbach footprint.
4. Policy:
 - a. The purpose of this policy letter is to establish policies and procedures for the community's youth under 18 years of age using the Crafts facilities.
 - b. The intent of this policy is to ensure that the Arts & Crafts facilities are available for youth, who are under 18 years of age, and to develop the creative process at an earlier age. However, SAFETY must be the top priority when youths are discovering new methods and techniques in the facility.
 - c. A safety briefing is mandatory for youths under the age of 18 prior to being allowed access to the USAG-Ansbach Arts & Crafts facility. A Safety Qualification Card, DA Form 3031, will be issued. This card must be presented upon entry into the Arts & Crafts facility.
 - d. Youths under the age of 18 will be accompanied at all times by a sponsor or legal guardian while utilizing the USAG-Ansbach Crafts facility. The following age restrictions apply:

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| Age Group | Power Tools | Hammers | Screw-drivers | Pottery Tools | Pottery Pour Area | Glass Work Area | Wood Work Area | Class Instruction |
|-----------|-------------|---------|---------------|---------------|-------------------|-----------------|----------------|-------------------|
| Adult | YES | YES | YES | YES | YES | YES | YES | YES |
| 11-18 | NO | YES* | YES* | YES* | YES | NO | NO | YES** |
| 9-11 | NO | NO | NO | NO | YES* | NO | NO | YES** |
| 7-9 | NO | NO | NO | NO | NO | NO | NO | YES** |

* Parent or Guardian supervision ** Taught by qualified instructor

e. Sponsors are solely responsible for their children while in the Arts & Crafts facility. Any behavior not controlled directly by the sponsor, which interrupts craft patrons and craft shop safety measures, may result in the youth(s) and sponsor losing access to the facility.

f. The same applicable shop usage fees apply to all youths.

5. This policy is to be read and acknowledged by youth, sponsors and legal guardians at the first use of facility. Management will retain information on file and verify future use with safety and identification check.

6. The Directorate of Morale, Welfare and Recreation is the proponent for this policy. Point of contact is Chief, Recreation Division, DSN 468-1550.


JOHN G. REILLY
LTC, SF
Commanding

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